

5- YEAR LONG-TERM DATA MANAGEMENT ACTIVITY WORK PLAN

Changes to this Work Plan are only accepted via an Approved Addendum.

General Information	
Monitoring Category: <i>(From OSM long-term plan; choose from drop-down menu)</i>	Standards, QA/QC, Data Mgt.
Strategic Monitoring Objective: <i>(From OSM long-term plan; choose from drop-down menu)</i>	Objective: Establish and Maintain an Integrated Data Management System for Archiving and Retrieval of Oil Sands Monitoring Program data.
Work Plan Unique Identifier:	D-9-1718
Monitoring Activity Title:	OS External Collaboration System
Geographic Location <i>(choose from drop-down menu, if Project Location is in more than one area choose from second drop-down)</i>	Location Not Applicable
Monitoring Site(s) Coordinates <i>(latitude and longitude)</i>	N/A
Monitoring Organization and Responsible Manager:	Alberta Environment and Parks Rita Lazar-Tippe
Date Activity initiated:	2017
Specific Project Objective: <i>(State the activity objective)</i>	It is expected that the external collaboration system will be in production Q1 of 2017-18. This initiative will establish a secure centralized content collaboration solution that is accessible by all OSM stakeholders to collaborate on all project documents. This system will be utilized to provision access through role based security and securely manage all shared documentation and information. By implementing this system will eliminate the current issues of; scattered documentation, document version challenges, document governance, concurrently working on shared documents, lack of documentation auditing, best practices on content management, lack of information security and efficiency. Therefore, adhering to the mandate of collaborative and transparent communication with OSM partners and mitigating accessibility and security risks.

Deliverables (Annual):					
<i>Milestone/ Deliverable</i>		<i>Start Date</i>	<i>Expected Completion Date</i>	<i>Human Resources (identify who and how many staff are delivering the activity)</i>	
Deliverables (provide enough information to support status reporting)					
2017-2018					
Q1 - April to June					
Q2 – July to September					
1.	<ul style="list-style-type: none"> Plan, configure, setup, test and deploy a secure centralized collaborative shared repository Setup role based security Configure governance Conduct user training Deploy 	July 17, 2017	Aug. 30, 2017	Lead by Yemi Ilesanmi / Rita Lazar-Tippe PM – Elis Valera, SA – Jon Manuel	
Q3 – October to December					
Q4 – January to March					

Project Plan Summary: *Please summarize the monitoring including relevant information such as background, objectives, monitoring area, methods/monitoring design, assumptions, outcomes, and references. These should align with the information provided in Appendix 1: Annual Monitoring Schedule.*

Currently a significant amount of manual labour for document management is being utilized to support the planning, oversight and delivery of the OSM program. The external collaboration project will address the current challenges; scattered (corporate email, personal shared drives, personal cloud storage, personal email etc.), file version control, lack of documentation auditing, inability to concurrently work on a shared document, lack information security and efficiency for content sharing with all OSM stakeholders.

The implementation of this system will enable a common platform for information exchange in an effectively and efficiently manner with governance, auditing, version control, in a secure and easily accessible environment (i.e. project work plans, reports, etc.) between all OSM partners. As well as address the outlined concern in the OSM integrity review (page 48), that the overall level of communication, cooperation and coordination between lead principal investigators and JOSM management should be improved.

Appendix 1 – Detailed Multi-Year Financial Breakdown: if changes are to be made then an Addendum must be Complete and Approved.

(Complete the following detailed financial breakdown; add or delete categories as required)

Budget requirements	Year 1 (201X- 201Y)		Year 2 (201X- 201Y)		Year 3 (201X- 201Y)		Year 4 (201X- 201Y)		Year 5 (201X- 201Y)	
	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding
1) Salaries and benefits										
a) Lead (Non IT) (\$ 100 / hour)	7,000									
b) Project Manager (\$ 80 / hour)	240									
c) Trainer (\$ 50 / hour)	150									
d) Lead (IT) (\$ 100 / hour)	500									
e) Support Analyst (\$ 80 / hour)	2,800									
2) Operations and Maintenance										
a) External Collaboration System licenses subscription (based on licenses the \$ amount will fluctuate but all partners will not require a license and the solution has unlimited storage). \$ 26,395 USD, converted based on 1.35 rate	35,634		35,634		35,634		35,634		35,634	
3) Consumable Materials and supplies										
a) <i>(Describe Consumable Supply)</i>										
4) Travel										



a) Conferences and meetings <i>(identify conference/meeting)</i>										
b) Field work - travel										
c) Project-related travel										
5) External Contracts										
a) Vendor setup and configuration \$ 1,200 USD USD, converted based on 1.35 rate	1,676									
Grand Total	48,000		35,634		35,634		35,634		35,634	

Appendix 2 – Staffing Plan

(Complete the following detailed staffing plan; add or delete categories as required)

Responsible Role	Year 1 – Budget Allocation		Year 2 – Budget Allocation		Year 3 – Budget Allocation		Year 4 – Budget Allocation		Year 5 – Budget Allocation	
	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding
Science Expertise										
Technical/Field Staff										
Administrative and Program Coordination										
Grand Total <i>(inserted into Appendix 2)</i>										\$

Appendix 3 - Approvals

Project Submitted by:		
Name: Rita Lazar-Tippe		
Organization: EMSD/AEP	Signature:	Date:
Project Approved by:		
Dr. Monique Dubé (AEP)		Dr. Kevin Cash (ECCC)
Signature		Signature
		
Date		Date